

Example: Creating a drop down list in Excel 2010/2011

1. Enter the choices you wish to see in your drop down into cells: (example shown below)

A1 – Contracted Services

A2 – Other Supplies and Materials

A3 – Furnishings and Fixtures

A4 – Office Supplies

E1 – Purchase from Account

D2 - _____:

2. Click on cell E2 - the location where the results will be displayed.

3. Click on the *Data* tab.

4. Click on the **Data Validation** option from the [ribbon](#) to open the menu.

5. Click on the **Validation Icon**, then in the drop down box click **Data Validation**.

6. Click on **Settings** tab in the dialog box.

7. From the **Allow** menu choose *List*.

8. Click on the **Source** line in the dialog box.

9. [Drag select](#) cells A1 - A4 in the spreadsheet.

10. Click **OK** in the dialog box.

11. A down arrow should appear next to cell E2.

12. When you click on the arrow the drop down list should open to display the four cookie names.

13. To hide the original list of items, click **Home**.

14. Highlight the column with the original data.

15. Then under Cells, click the **Format Icon**.

16. Select **Hide Column** on the drop down menu.